

# Pulham St Mary Parish Council

Clerk to the Parish Council

Lisa Shulver

59d High Road

Wortwell

Harleston

Norfolk

IP20 0HA

Tel: 01986 788048

Email: [pulhamstmary.pc@outlook.com](mailto:pulhamstmary.pc@outlook.com)

Website: [www.pulhamstmarypc.org.uk](http://www.pulhamstmarypc.org.uk)

## **Minutes of the Parish Council Meeting held at the Pennoyer Centre, on Tuesday 14<sup>th</sup> Sept 2021, commenced at 7.30pm**

**Present:** Cllrs Scanlan (Chair) Cllr Ellam, McDaniel, Cllr Langshaw. The Clerk. PC James Butler and 2 members of the public were also in attendance, and a third arrived during the meeting.

### **1. Welcome, consideration of apologies and reasons for absence.**

The Chairman welcomed Council and apologies were accepted from Cllr Burridge, West, Cave and Clarke.

### **2. To consider declaration of interests and dispensation by Councillors.**

Cllr Scanlan declared an interest in matters relating to Pennoyers.

### **3. To approve minutes of the last meetings of 12<sup>th</sup> July 2021.**

The minutes of 12<sup>th</sup> July 2021 were ratified as a true record of the meeting and a copy signed by the Chairman.

The Chairman with approval from Council closed the meeting - A report was provided by PS Butler on recent ASB incidents and the police response on management. Council is grateful for the support offered by the police and the Priority Patrol Status currently assigned to the village. Anyone observing antisocial behaviour or criminal activity should report all incidents to the police [www.norfolk.police.uk](http://www.norfolk.police.uk) or contact 101.

### **4. To discuss matters arising from the last meeting – for information only.**

#### **Parish Website.**

News items and statutory records have been updated on the Parish Council website.

#### **Village/CIL Maintenance and Projects.**

Maintenance work within the village identified at the village walkabout in August is ongoing and due for completion in September. Over grown hedges and discarded traffic signs have been notified to Highways. Consideration of improvement to war memorial and the surrounding area is included in matters for consideration.

#### **Improvements to the pond area**

Saffron Housing facilitated the pond clearing on 8<sup>th</sup> Sept 2021, a tree in the centre of the pond area will be removed on a return visit.

#### **Community Emergency Plan.**

The Clerk circulated draft copy of the first section of the Emergency Plan which contains information available for public view. Council approved a letter to be circulated to all current volunteers, **ACTION** to enable work to continue on populating the document.

#### **Kings Head**

The Clerk has contacted the LPA lead for an update and details on when the demolished chimney stack will be replaced. No response has been received **ACTION** this matter will be pursued.

## **Ongoing response to the flooding, December 2020.**

Moved to Public Forum

### **5. To receive the Chairman's Report.**

The Chairman advised that Cllr Cave had submitted his resignation because of work commitments although he will continue to volunteer as the Armed Forces Champion. The Clerk will provide notice to Electoral Services to formally advertise this current vacancy.

Cllr Scanlan noted thanks to all volunteers who had assisted with projects over the summer, including the Litter pick and pond clearing. Council is grateful for the services provided free of charge by Crooks Power Wash to clean the bus shelter and recycle area, the ladies who help to maintain the village planter and the customer engagement and grounds maintenance teams from Saffron for their work at the pond

### **6. To receive County & District Councillors Reports.**

The County Cllr provided a report. (Attached)

### **7. Public forum**

Reports were circulated to Council and an update was provided by a member of the public. **ACTION** The Clerk will again contact Anglian Water and invite representation at the October meeting.

The Clerk advised Council that she had received a request to confirm transparency on advertising vacancies within the Parish Council. The Clerk has communicated with Norfolk ALC who have confirmed the Council have acted appropriately, advising District Council immediately to allow notice to be given correctly for all casual vacancies. The Clerk has also provided transparent notice within the parish report, on the website and fb when volunteering opportunities become available.

### **8. Items for discussion and ratification**

#### **• Current Planning Applications**

2020/1865 Upper Vaunces Farm – Awaiting response from the LPA .

2021/0841 Post Office Stores – Request to consider refusal pending further information

2021/1228 Upper Vaunces Farm – Shed extension to existing poultry facility – approved with conditions

2021/1498 – Foot path order FP10 – Considered at the January meeting, no objection raised.

#### **New Applications**

2021/1441 Stewart House – Installation of window and render west elevation – submitted request to consider approval.

2021/1902 Springfields Station – Change of use mixed use light industrial/storage to light industrial – council considered and a request to consider approval with condition that all metal cutting will be off site.

2021/1978 & 1979 Boundary Farm, Garlic Street – Single storey rear glazed garden room.

2021/1980 Lynford, North Green Road – Remove and replace two first floor and one second floor window.

#### **• To consider co-option to fill current casual vacancies**

Claire Yaxley expressed an interest in co option as a parish councillor. She provided brief resume and outline her interest in the role of Parish Councillor. Cllr Ellam proposed Co-option, this was seconded by Cllr McDaniel and unanimously agreed. Cllr Yaxley signed her acceptance of office, countersign by the Clerk and will complete a declaration of interest document, to be forwarded to the monitoring office at South Norfolk Council.

#### **• To consider change to the bank mandate, increasing signatories and online banking.**

Application documents were competed and counter signed in accordance with the current mandate agreement.

#### **• To consider cost to deadwood the tress Playpark, North Green Road**

Cllr Ellam proposed acceptance of a quote of £700.00, countersigned by Cllr McDaniel and unanimously agreed.

**ACTION** Clerk will contact contractor

- **To consider damage to and replacement of bench in North Green Playpark**  
The Clerk circulated examples of replacement benches for the bench destroyed through vandalism at the playpark. Replacement examples provided are between £400 - £600. Councillors wish to consider all options to ensure a replacement will withstand further damage. Item moved to the October meeting.
  - **To consider refurbishment of the war memorial and discuss improvements to the surrounding area.**  
Council agreed to consider this work, **ACTION** the Clerk is currently procuring costs a decision will be deferred until the total costs are available.
  - **To consider request for support of Silver Sunday 3<sup>rd</sup> October 2021.**  
Cllr Ellam proposed support of £100 towards this event, organised by Pennoyers. This was seconded by Cllr McDaniel and unanimously approved. Advertising this event in the local area has been increased this year.
  - **To retrospectively ratify additional grounds maintenance costs.**  
Additional work was identified at the village walkabout, to cutback hedges/overgrown areas around the recycle area, interior hedges at the play area, in front of the allotments and around the entrance and carpark at South Green. This work is allowed for within the annual budget. Cllr Ellam proposed, Cllr Langshaw countersigned and this was unanimously agreed.
  - **To ratify the increase in tariff for unmetered supply to streetlights**  
The Clerk confirmed the tariff remains competitive, Cllr Langshaw proposed an increase of 2.3p per kWh, seconded by Cllr Yaxley and this was unanimously agreed.
  - **To receive request to install a dog Bin in Kemps Road.**  
Councillors considered current assets at the June meeting and considered sufficient. There is an additional ongoing cost to increase dog bin emptying. Councillors will consider current positions of dog bins and the matter will be considered at the October meeting. The Bin in Norwich Road will be checked as it appears to have been damaged.
  - **To receive notices of the Norwich Strategy Consultation and consider comment (if required)**  
Council received notice, the Clerk will advertise this public consultation on the parish website and fb
  - **To receive correspondence on Street Naming and Numbering Policy**  
Council agreed to receive notice, the Clerk will file for reference if required for future developments.
  - **To receive correspondence on 'introducing trees for life'**  
Council received report on progress of this project, the Clerk will thank organisers. (report on file)
- 9. Presentation of income and expenditure for July 2021**  
Council received the external Audit and notice of conclusion of the Parish Accounts 2020/21  
Cllr Langshaw proposed receiving the accounts for August and September, this was seconded by Cllr Yaxley and unanimously agreed. The balance following presentation of the following receipts and payments entered in the accounts for will be £47,912.87

#### **No Income**

#### **Expenditure Aug**

Eon Streetlights June & July £52.42 & 54.16  
 BT, Broadband and call package to 23/8/21 £18.92  
 PKF LittleJohn LLP, External Audit £240.00  
 L Shulver, Salary £429.35  
 L Shulver, Expenses £21.70  
 Excite Solutions, Grounds Maintenance £988.02  
 EDF, Pavilion standing charge £46.07

#### **Expenditure Sept**

BT, Broadband and call package to 23/9/21 £18.92

Eon Streetlights August £54.16  
Wave, Allotment Supply £15.58  
L Shulver, Salary £429.15  
L Shulver, Expenses £13.90  
Heart Internet, Domain £125.88  
Health & Safety Direct, Dog Signs £7.56  
HMRC, PAYE £322.00

August account were circulated in August, payment were raised by the Clerk and approved by Cllr Ellam

**ACTION** the Clerk will raise bank transfers required for September payments, to be approved by Cllr Ellam.

**10. To receive other reports.**

**Sports and Recreation Committee.**

No further report

**Tree and Footpath Wardens.**

An application was approved to appoint Vic Freeman as footpath warden, details will be posted on the parish website and instructions on how to contact and report concerns.

Cllr Yaxley would be interested in assisting Mr Albon, who currently acts as Tree Warden.

**SAM.**

No further update

**Armed Forces Champion.**

A report was received from the Armed Forces Champion. Dan will be hosting an informal coffee morning at the Pennoyer Centre on the last Friday of the month at 11.00 and he is currently involved in helping to organise the Armistice Day Service at the church on Thursday 11th November (report on file)

**11. To consider the date of next meeting**

The October meeting will be held at the Pennoyer Centre on Tuesday the 12th<sup>th</sup> October 2021, commencing at 7.30pm

**Meeting Closed at 21.40**

Signed .....

Date.....